



CCH Recertification Fees

Beginning the year **after** certification is earned, annual recertification is required to maintain a good-standing status. The recertification deadline is November 30th, and the online recertification process requires four main steps:

- Record Continuing Education Units (CEU) in the MyCHC account
- Complete CHC Compliance Attestations
- Verify contact information
- Pay \$170 recertification fee

Fees

Recertification submissions received after the November 30th deadline must include all CEU document uploads and accrued late fees as detailed in Table 1.

Recertification Fees

If submitted by...	Recertification Fee	Late Fee	Total
Recertification Deadline (November 30th)	\$170	n/a	\$170
Within 30 days past the November 30th deadline (Dec 1st- Dec 30th)*	\$170	\$25	\$195
Greater than 30 days but within 60 days of the November 30th deadline (Dec 31st - Jan 29th)	\$170	\$50	\$220
Greater than 60 days but within 90 days of the November 30th deadline (Jan 30th - Feb 28th)	\$170	\$75	\$245

Table 1. Recertification Fees.

*Contact information is removed from the CHC online directory for CCH-holders not recertified by December 31st. When recertification or reactivation is approved, contact information is reinstated.

Recertification submissions are not accepted **after February 28th**. If recertification requirements are not met by this date, the CCH certification is lapsed and the certificate holder may no longer use the CCH credential. If the credential has been lapsed for more than two (2) years, the credential is expired and the certification process must be restarted as a new applicant.

CCH Reactivation

Reactivation of a lapsed credential is possible if the credential has been lapsed for two (2) years or less.

Reactivation fees include the following:

- \$170 recertification per lapsed year(s)
- \$100 reactivation fee

Reactivation of an expired credential (lapsed more than two years) requires the expired certificate holder to take the new CHC exam. After passing the exam, the certificate holder's CCH credential is reactivated.